

Title: BIDS - FORMAL		Contents: PP-0520
		Submitted By: Purchasing Division
		Approved By: Purchasing Agent
Effective Date: 12-10-01	Supersedes No.:	Page No. 1 of 1

Formal Bids

The County of Los Angeles utilizes the formal bid process. The Invitation For Bid (IFB) is used for transactions exceeding \$100,000. The formal bid is the preferred method of bidding for materials, supplies, equipment and some services. It is a sealed bid process, utilizing standardized bid lists, public reading, and total public disclosure of competition, awards and rejections. The formal bid is publicly posted and listed on the Internet. Any vendor may receive a copy of the bid. The formal bid process promotes the highest level of public confidence in the integrity of the purchasing organization and its ability to treat all bidders fairly and to provide a level playing field for all participants.

Key Elements of an IFB

Page 1

Bid number and title

Due date and time

Bid submission address

Buyer name and telephone number

Areas for the bidders/vendors to complete:

- Delivery time
- Cash discount
- Bid bond
- Bidder's bid reference number
- Request to remove commodity code
- Box for signature of bidder and title
- Box for vendor phone and fax numbers

Pages 1 - 4

Standard Terms and Conditions (for Bidding)

Pages 5 - 6

Information required by the Office of Affirmative Action Compliance Officer, to be completed by the bidders/vendors.

Page 7

Bidder's Attestation Of Willingness To Considered GAIN Participants. This requirement states:

As a threshold requirement for consideration for contract (work order) award, bidders shall demonstrate a proven record of hiring Greater Avenues for Independence (GAIN) participants or shall attest to a willingness to consider GAIN participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, bidders shall attest to a willingness to provide employed GAIN participants access to the Bidder's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

Note: Bidder's unable to meet the GAIN requirements will not be considered for the award.

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Bidder/vendor's certification to comply with the County's policy with regards to the Prohibition Against Use of Child Labor.

Page 9

Bidder/vendor agrees to supply equipment and systems that are Year 2000 compliant at the time of delivery if these items contain embedded chips or devices.

Pages 10 to 12

Terms and Conditions of Purchase.

Page 13

The Purchasing Agent will determine which of the following clauses will be required for the appropriate contract. The following are not all-inclusive and may include others as suggested by the department.

All or nothing offers	Living Wage
Assignment and delegation	Match and inter-member
Availability of replacement parts	Most favored customer
Award and evaluation criteria	Noise level output
Cal OSHA requirements	Non-exclusivity
Cancellations provisions	Participating municipalities
Compliance with laws	Power consumption
Confidentiality	Prevailing wage
Conflict of interest	Price guarantee
Control chemical carcinogens	Price list evaluation
Delivery and set up	Record retention
Delivery requirements	Recycled requirements
Demonstration	Repair service locations
Descriptive Literature	Resale tax permit number
Electrical requirements	Return of good
Expiration of biologicals	Right to award pending test
FOB destination	Right to reject all offers
FOB shipping point	Right to test alternate offers
Force Majure	Samples and prototypes
Gratuities	Shipping cost evaluation
Guarantee no minimum	Single or multiple awards
Hazardous materials	State and local taxes
Indemnification	Subcontracting
Independent contractor status	Substitution
Insurance	Surety and bonding
Invoicing requirements	Time is of the essence
Label clearance	Unlawful solicitation
Licenses	Use tax/out of state vendors
Life cycle cost analysis	Utilization recapitulation reports
Liquidated damages	Warranty on parts and labor

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Section #1

This section provides the following information:

Conference information
Bid bond information
Performance bond information
Retainage information
Delivery information

Section #2

This section provides for the listing of line items, description with specifications, quantity and units, and the delivery location(s). The bidders will state their unit price and extended amount for each item on these pages. Specifications are attached to the last page of the line items.

Section #3

This section contains any additional attachments inserted prior to distribution of the bid.

Mailing to Bidders on the Bid List

All registered vendors will be notified by CAMIS. The IFB will be mailed to vendors in accordance with policy number P-0300, BID LISTS by the Purchasing Agent.